NORTH ATLANTIC COUNCIL

CONSEIL DE L'ATLANTIQUE NORD

GROUP OF NATIONAL DIRECTORS FOR QUALITY ASSURANCE

CNAD PARTNERSHIP GROUP (AC/250/CPG)

SUB-GROUP A ON POLICY AND CONCEPTS

SUB-GROUP B ON IMPLEMENTAITON AND OPERATIONS

**Joint Meeting of SG/A and SG/B held in Copenhagen, Denmark on 21 March 2002
DECISION SHEET**

1. INTRODUCTORY REMARKS BY THE CHAIRMEN

1.1.   The SUB-GROUPS noted the remarks by Mr. David R. Castellano (United States), Chairman Sub-Group A, in which he stated that we have a full Agenda to cover and should get to it immediately.

2. INTRODUCTORY REMARKS BY CHAIRMAN OF AC/250

2.1.   The SUB-GROUPS noted that this agenda item was deleted since Mr. Bo Leimand, Chairman AC/250, addressed both Sub-Groups individually during their respective meeting.

3. APPROVAL OF THE AGENDA

3.1.   The SUB-GROUPS reviewed and approved the Agenda with the following changes:

- deleted Item 2 "INTRODUCTORY REMARKS BY CHAIRMAN OF AC/250";

- added "Cooperation Strategy (How to Exchange Information between the Sub-Groups)" under Item 10 "INFORMATION TECHNOLOGIES"

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- added "Presentation by NAHEMA proposing structural changes for AQAPs with references from ISO 9001:2000" under Item 14 "ANY OTHER BUSINESS"

4. APPROVAL OF THE LAST DECISION SHEET

Document: PFP(CPG/QA-SG/A)D(2001)01;PFP(CPG/QA-SG/B)D(2001)1, dated 29 May 2001

4.1.   The SUB-GROUPS approved the Decision Sheet from the last meeting with the following change:

- Paragraph 10.1.4 to state "last slide – decided to change "AQAP-100" to AQAP-110/150 and add AQAP-160 to survey";

5. AHWP-SYSTEMS (AQAP-2000)

The SUB-GROUPS:

5.1.   Noted the presentation by Dr. Martin Stephenson (United Kingdom), Chairman of the AHWP-Systems, in which he:

5.1.1.   Presented a status of AQAP-2000 series, Phase 1, Phase 2 and Phase 3. Noted that Phases 2 and 3 are not yet finalised.

5.1.2.   Stressed that AQAP-2000 will not replace AQAP-170, STANAG 4107, ARMPs and ACMPs.

5.1.3.   Addressed current issues relating to inclusions from AQAP-170, words from paragraph 6.1.1.f, and deviations and waivers.

5.1.4.   Provided details on plans for Phase 1.

5.1.5.   Stated that the first three parts will be circulated to both Sub-Groups for National comments in the middle of May 2002. National comments will assist the Working Party, reduce duplicates, eliminate conflicting comments and will allow for a "painless" Silence Procedure.

5.2.   Entertained Canada's question on how to introduce the documents to industry. Dr. Stephenson indicated that National representatives should circulate nationally. Noted that there are no NIAG's representative and the Sub-Groups will request Main Group to provide one. Also, noted it will be too early to introduce the documents at the Sixth QA Symposium scheduled for 29 April – 3 May 2002.

5.3.   Discussed the need for workshops and agreed that the AHWP-S will conduct a workshop in conjunction with the next Sub-Group B meeting scheduled for 17 – 19 September 2002, and bring the results and present another workshop in conjunction with the next Sub-Group A meeting scheduled for 23 – 26 September 2002.

5.4.   Noted NAHEMA's request to present at this point instead of during Agenda Item 14 "ANY OTHER BUSINESS" and was permitted to do so.

5.4.1. Key points of the presentation proposed structural changes to be considered for incorporation in the revised AQAP 170 and the draft AQAP 2000 series. Ambiguities in documents need to be identified and clarified. Recommended being more aligned to ISO 9001:2000.

5.4.2. Recommended that NAHEMA review AQAP-2000 when circulated and provide comments to the AHWP-S for resolution.

6. RELIABILITY AND MAINTAINABILITY

The SUB-GROUPS

6.1. Noted the presentation by Commander Dai Faulconbridge (United Kingdom), Chairman of the AHWP-R&M on the current programme of work.

6.2. Demonstrated prototype web page scheduled to be posted on the AC/250 website that included a listing of National R&M Standards for Canada, France, Germany, the UK and the US. This listing could be used in lieu of publishing ARMP-3. Awaiting input from Italy and Spain. Commander Faulconbridge welcomed more countries to provide their national procedures for posting on the web page.

6.3. Sought clarification on NATO policy for publication of Allied Publications, which substantively reference documents available in English only. A precedent has been set with ISO 12207, which is referenced in AQAP 160, but is published in English only.

6.3.1. Mr. Castellano responded that NATO policy states if an industry or commercial standard is does not have a French version available, it is not required to have one translated and posted.

6.4. Recommended that the AHWP-R&M coordinate with the AHWP-S to ensure reference of applicable ARMPs are included in the AQAP-2000 series.

6.5. Suggested that the AHWP-R&M seek the assistance of former members of the AHWP-SW to take advantage of their experiences and familiarity in developing strategy to address NATO requirements for software reliability.

6.6. It was also noted that SG/A is currently assisting in the re-write of D/67 NATO Software Management Concept.

7. AHWP-ASSESSMENT

The SUB-GROUPS:

7.1. Noted the presentation by Lt. Col. Juan Bautista Perez-Minguez (Spain), Chairman of the AHWP-Assessment, in which he:

7.1.1. Presented a list of the WP members – CZ, HU, DK, NO, FIN, NPC, E3A Component and the US.

7.1.2. Identified the products of the WP will include AQAP-xxxx (Ed. 1) (Methodology and Implementation Guidance), Pilot Assessment, Training material and one or two workshops.

7.1.3. Described the implementation of the methodology in terms of application, teams and implementation at the SG level.

7.1.4. Presented the Pilot Assessment Plan in details. NPC proposed the replacement of legacy real-time air defence C2 system for the pilot which is scheduled for October 2002.

7.1.5. Reviewed the AHWP's Program of Work showing the completed and the to-be-completed tasks.

7.2. Noted that Chairman of Sub-Group A stated that there is a need for a list of individuals that can participate as observers on National teams.

7.3. Noted Canada's request for a high level description of the Assessment as the subject was never briefed to Sub-Group B. Chairman of Sub-Group A provided the genesis starting with the broken of silence on AQAP-160.

7.4. Responded to NAHEMA's question "Is there a Terms of Reference and Program of Work"; answered "yes", and indicated that they were briefed and approved by Main Group.

7.5. Replied to United Kingdom's question regarding the objective of the Pilot. Stated that the Pilot will test the methodology and the United States stressed that it is also important to get the customer's perspective from the Pilot.

7.6. Noted that Chairman of Sub-Group B clarified the difference between the Assessment and Sub-Group B's surveillance program. United States stated that the Assessment is a good tool to identify risks and then manage them by Sub-Group B's surveillance program; Netherlands indicated that it is a good tool for management and explained how it can be utilised.

7.7. With regard to the Workshop on Certification, provided the opportunity to Col. Markku Ahlberg (Finland) to present to Program for the Workshop on Certification scheduled for 22 March 2002.

8.   AHWP MUTUAL GQA IMPROVEMENT ACTIVITIES

The SUB-GROUPS:

8.1. Noted presentation by the Mr. Michael Buchanan (US), Chairman of the AHWP on the progress of their programme of work.

8.2. Were advised the AHWP has had only one meeting in which the scope and objective of the WP was reviewed, and a DRAFT table of contents outlined. Mr. Buchanan emphasized that table of contents were still a rough draft and should not be considered as final.

8.3.   Were advised that the products of the AHWP would be a revised AQAP-170 and a Web-Based Delegation Guide, which would serve as QAR GQA tool and would eliminate the need for a handbook.

8.4.   Noted the demonstration of the web-based guide.

8.5.   Noted recommendation by Chairman SG/A for the coordination between the AHWP Mutual GQA Improvement and the AHWP-Assessment to ensure consistency in the methodologies being developed in the area of risk assessment.

9.   LANDSCAPE

The SUB-GROUPS:

9.1.   Noted the presentation by Chairman of Sub-Group A, in which he:

9.1.1. Expressed the Concept:

- From a CNAD perspective – harmonize CNAD Group activities to be more efficient and effective, and reduce duplication of effort; identify any missing areas within the system life cycle that would require visibility by a specific discipline; and assist in streamlining its operations;

- From an Alliance Committee perspective – understand, share and leverage work being done across all CNAD Groups;

9.1.2. Stated that AC/250/CPG should address the Landscape issue because it is responsible for NATO's Quality discipline, which comprises of an overarching set of activities spanning across all Life Cycle phases; and the concept is easily justified under AC/250's Terms of Reference.

9.1.3. Addressed how to approach the concept using a three-dimensional view by developing a "map" with diverse "layers" to cross-correlate with CNAD Group disciplines/activities.

9.1.4. Showed an example of the "map" from the Acquirer's perspective.

9.1.5. Proposed a Program of Work for the AHWP-Landscape.

9.2.   Approved the concept and recommended to present to Main Group, in May 2002, for approval. The current plan is to establish a pre-AHWP-L pending approval by Main Group and then "stand-up" the WP at the next Sub-Group A meeting scheduled for September 2002.   Norway, Canada, United States, Netherlands, Italy and SACLANT volunteered to participate.

10.   INFORMATION TECHNOLOGIES

The SUB-GROUPS:

10.1.   Noted the presentation by Mr. Roland Quitoriano (US), on the status of the electronic notification of incoming delegations test program.

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10.1.1. Were advised of the participating nations: Canada, France, Netherlands, Norway, Poland, and United States. Belgium requested and were accepted to participate during the SG/B meeting 19 March 2002.

10.1.2. Were advised that the test period has been extended to 31 December 2002.

10.1.3. Noted problems encountered such as, non-standard electronic file configuration experiencing systems incompatibility problems, difficulty sending large contracts as attachments which included excessive time expended to scan the contract and file in excess of 8MB which are too large for some email systems to handle, hardcopy delegations still being received.

10.1.4. Noted such advantages as, a paperless process that saves resources experiencing a significant decrease in cycle time for processing delegations, electronic communication enables quick problem resolution, timely acceptance of delegations, and automatic receipt notification.

10.1.5. Recommendations included use of a common process to eliminate problems, draft process has been circulated to test participants for review and comment; improving national internal processes that would enables electronic processing of delegations; and improve awareness of program to eliminate hard copy delegations being sent.

10.2.   Noted presentation by Poland addressing electronic signature, its` development and application.

10.3.   Discussed a strategy on the mutual exchange of information between the Sub-Groups that would provide insight into each other's activities enabling better cooperation between the subgroups.

10.4.   Agreed to pursue the distribution of approved Decisions Sheets and Programme of Work, and to define the process for a parallel review.

11.   STANAG 4107

The SUB-GROUPS:

11.1.   Noted the status of the implementation of STANAG 4107 by the Chairman SG/B. STANAG 4107, Edition 6, Amendment 3 has been developed and provided to NATO Standardisation Agency for promulgation.

12.   ADVISORY GROUP VISIT – BULGARIA'S REQUEST

The SUB-GROUPS:

12.1.   Noted report of Bulgaria's request to validate QA system by the Chairman SG/B.

12.2.   Agreed that Bulgaria did not prepare for the review by the Advisory Group their QA system documentation, internal audit report and QA system procedures in English to complete the milestones established during November 2001 meeting in Budapest and recorded in the DS (item review report and procedures). Therefore, the Advisory Group

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Visit scheduled for June 2002 has been postponed. Visit will be re-scheduled after review of Bulgaria's readiness during September 2002 SG/B meeting.

12.3.   Agreed that Bulgaria has to prepare for the review by the Advisory Group their QA system procedures and the cross-reference matrix linking these procedures to the criteria of the self-assessment guide in English, and to provide it electronically to each Advisory Group member. A hard copy of the approved internal audit report shall be provided to the SG Chairman. This action shall be completed by 31 July 2002.

12.4.   Noted the Advisory Group members consists of Italy, Norway, Poland and the U.S. Canada will participate during Phase I only, and Turkey to provide confirmation of participation to SG/B chairman.

13.   ISO 9001:2000 – IMPLEMENTATION HANDBOOK

13.1.   The SUB-GROUPS noted the presentation by Mr. Yves Boudreau (CA) on Canada's approach in developing a process to assist business or Government entities in the establishment of a Quality Management Systems. This guidance document focused on eight Quality Management principles modelled to ISO 9001:2000 is being developed by a group with members from Federal, Provincial, and Municipal Government bodies, and representatives from private industry. Mr. Boudreau emphasised that this process was not mandatory for Canadian Government agencies to implement. Additional information concerning   this   effort   may   be   found   by   visiting   the   following   website: www.pwgsc.gc.ca/cgsb.

14.   ANY OTHER BUSINESS

14.1.   The SUB-GROUPS discussed future Workshops and agreed to the following:

- AQAP-2000 Workshop in conjunction with next SG/B meeting in France, September 2002

- Assessment briefing at next SG/B meeting in France, September 2002

- AQAP-2000 and CMMI Workshops in conjunction with next SG/A meeting in Bulgaria, September 2002

- Quality Plan and Assessment Workshops in conjunction with Joint meeting in Poland, March 2003

- Presentation on how to write risk based requirements for delegation briefing (one and one-half hour) at next Joint meeting in Poland, March 2003

15.   DATE AND PLACE OF NEXT MEETINGS

15.1.   The SUB-GROUPS noted the following tentative schedule:

- SG/B meeting 17-19 September 2002, France
- SG/A meeting 23-26 September 2002, Bulgaria
- SG/A meeting 25-26 March 2003, Poland

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- SG/B meeting 25-26 March 2003, Poland
- Joint SG/A and SG/B meeting 27 March 2003, Poland
- Workshops 28 March 2003, Poland

16. CLOSING REMARKS

16.1. The SUB-GROUPS thanked all members for their participation and congratulated the attendees on having another productive meeting.